

**State of Connecticut
The Department of Social Services
Job Opportunity**

Accounting Careers Trainee

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: November 14, 2012

Closing Date: November 21, 2012

The Department of Social Services is currently accepting applications for three (3) Accounting Careers Trainee positions with a target classification of Accounts Examiner, within the Division of Quality Assurance, Internal Audit Unit, located in our Hartford Central Office.

Open To:	The Public and State Employees
Position:	Accounting Careers Trainee (AR-15) Target Classification: Accounts Examiner (AR-23)
Position Numbers	58271, 33909, 100597
Salary Range:	\$42,090.00 - \$54,328.00 Annually (AR-15) \$60,593.00 - \$78,332.00 Annually (AR-23)
Hours:	8:00 – 4:30
Bargaining Unit:	Administrative and Residual (P-5)
Location:	25 Sigourney Street, Hartford, CT 06106

The Accounting Careers Trainee position is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting position.

These positions will support an auditing team responsible for medical audits of Medicaid payments made to providers. Responsibilities include the examination of financial records and documents relating to medical providers. Examines, compiles and prepares on-site audit reviews and discusses audit findings with the medical providers being audited, explains results and makes recommendations. Ensures that medical records are being maintained in accordance with DSS guidelines. Prepares reports as necessary. Performs related duties as required.

NOTE: Applicants will be considered for all three positions included in this posting.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

PROMOTION:

Incumbents in this class are eligible for promotion without further competitive examination after the completion of a prescribed period of satisfactory service in their designated occupational specialty if they have permanent status and at least six months of service in the promoting agency.

TERM OF APPOINTMENT:

Appointment to positions in this class shall be for a period not to exceed twenty four (24) months unless there is a change in the employing agency or designated target class.

SCHEDULE OF STARTING SALARIES
FOR
ACCOUNTING CAREERS TRAINEE

Minimum Requirements	Hiring Rate	Completion of 1 year Year of Training
Bachelor's degree with 15 semester hours in accounting	Step 3	Step 5
Bachelor's degree with 30 semester hours in accounting	Step 5	Step 7
Master's degree in a related field and 15 credits in accounting	Step 5	Step 7
Master's degree in a related field and 30 semester hours in accounting	Step 6	Step 7

Note: This position may be filled by candidates from mandatory Re-employment and SEBAC lists which we are obligated to use.

VERY IMPORTANT: If you do not possess a degree in Accounting, you must provide a copy of your college transcript that verifies you possess the minimum 15 semester hours in Accounting. Failure to include your transcripts with your application will disqualify you from consideration.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The application form may be downloaded from the State of Connecticut’s Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Maria L. Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106
FAX: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY November 21, 2012 CLOSE OF BUSINESS
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